

**Executive Assistant/Grant Writer:** Guardian Finance and Advocacy Services is seeking a highly skilled and energetic executive level assistant to help CEO with grant and United Way applications, reports, and other complex writing and administrative support tasks. Part time 24 hrs/wk. Flexible hours and ability to work remotely or from our locations in Battle Creek or Kalamazoo. Requirements include: Bachelor's degree or equivalent experience, high level computer skills (graphics a plus), experience with the social services system, budget preparation, business writing. Learn more at [yourguardian.org](http://yourguardian.org). Email resume to Martha Morgan [mmorgan@yourguardian.org](mailto:mmorgan@yourguardian.org)